



MINUTES OF THE CITY OF NEW LONDON  
PERSONNEL BOARD MEETING  
HELD September 8, 2009

The meeting was called to order by Chairperson Willoughby at 4:40 p.m. with herself and members Gillis, and McCredie in attendance, as well as Personnel Coordinator Welch. At 4:45 Mrs. Gillis was unexpectedly called away.

The minutes of the Personnel Board Meeting held May 12, 2009 were reviewed. A motion was made by Ms. Gillis, seconded by Mr. McCredie that the minutes of the Personnel Board meeting of June 9, 2009 be approved as submitted. Vote on the motion: Unanimous.

Citizen Participation: There was no public attendance at the meeting.

Communications:

It was recommended by Mr. McCredie that the Tax Collection Technician be bonded and that this requirement be added to the job description.

Mrs. Willoughby recommended that notice regarding the lengthy probationary period for entry-level Police Officer be posted along with the position announcement. She also expressed concern regarding the age of both the Police Officer and the Police Lieutenant job descriptions. In accordance with her recommendation, these will be reviewed and revised as soon as practical.

Action Agenda:

Clerk Typist II: The position of Clerk Typist II was reviewed and language recommendations were made to clarify the level of the work.

Upon a motion by Mr. McCredie, seconded by Mrs. Willoughby, the Board voted unanimously to approve the revised position of Clerk Typist II, with corrections, as a Grade Level 6.

Administrative Account Technician: This position was also reviewed and discussed, with recommended language changes that clarify the responsibilities of the position

Upon a motion by Mr. McCredie, seconded by Mrs. Willoughby, the Board voted unanimously to approve the revised position of Administrative Account Clerk, with corrections, at a Grade Level 14.

Land Use Assistant: This is a new position resulting from an MEU retirement. Currently the position is non-union, however, for classification purposes, it was recommended by Ms. Welch that a wage be established for this position at approximately the wage of a Grade Level 14 in Local 1378.

Upon a motion by Mr. McCredie, seconded by Mrs. Willoughby, the Board voted unanimously to approve the newly created position of Land Use Assistant, at the wage level of a Grade 14.

Personnel Board Members:

Increasing the size of the Board was discussed. Current Board Members are anxious to acquire at least one additional member and this will be discussed with the City Manager.

There being no further business to come before the Board, a motion was made by Mr. McCredie, seconded by Mrs. Willoughby and voted unanimously to adjourn at 5:45 p.m.

The next meeting date for the Personnel Board is Tuesday, October 13<sup>th</sup> at 4:30 p.m.

Respectfully submitted,

Bernadette M. Welch  
Personnel Coordinator